

**TOY DISTRICT/DOWNTOWN INDUSTRIAL DISTRICT
BUSINESS IMPROVEMENT DISTRICT
BOARD OF DIRECTORS MEETING
NOVEMBER 19, 2008
MINUTES**

BOARD MEMBERS

Present: **Ernie Doizaki, Howard Klein, Matt Klein, Bill Shinbane, Michael Tansey and Paul Vert.**

Absent: **Richard Gardner, Donald Kanner, Richard Mereulo, Thomas Payne, Larry Rauch, Mark Shinbane and Charlie Woo.**

STAFF: **Herlinda Chico, Raquel King, Estela Lopez and Vicky McCormick.**

CONSULTANTS: **Qathryn Brehm, Ken Coelho, Steve Gibson (Urban Place Consulting), Don Steier and Jessica Whaley.**

GUESTS: **James Doizaki**

I. CALL TO ORDER

Vert called the meeting to order with a quorum at 9:25am.

II. PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS

None.

III. APPROVAL OF MINUTES

H. Klein made a motion to approve the October 28, 2008 minutes, and Tansey seconded. The Board unanimously approved.

IV. FINANCE

Coelho reported that in toy cash is projected to be positive at year end. DID also should end the year with over \$100,000 in cash reserves.

Coelho informed the Board that the contingency for assessment delinquencies has been increased to \$58,000. Coelho stated that DID has \$93,000 of assessment revenue still due.

Coelho reported that Toy has a total of approximately \$8,800 of delinquent assessments, in which some may be collected by year-end.

Coelho informed the Board that the reason why the maintenance contract was under budget in the month of September is because the previous maintenance vendor IAB charged a flat rate fee for services, however, the new vendor FSS charge by man hours worked, which comes out less.

V. 2009 Budget:

Coelho reported that the assessment revenue was increased by 3% in DID and 4% in Toy. The contingency was also increased to 4% from 2%. The BID will receive the first disbursement of revenue from the City Clerk's office in February. Once received, Coelho stated that he will compare the amount of revenue received in February 2009 to February of prior years, and then make adjustments to the delinquency projection if needed.

Coelho informed the Board that the creation of the 2009 budget is based on 2008 actual expenses and the 2008 budget projection plus the 3% assessment increase.

Doizaki asked if pressure washing is included in the 2009 budget. Lopez stated that pressure washing is included in the 2010 renewal budget, but not the 2009 budget. She stated that in 2009 pressure washing would have to be done on an as-needed basis.

Doizaki asked what happens to delinquency funds that are collected by the City after the Toy District BID is dissolved. Coelho stated that the funds would go back to the property owner, however, if the BID has prior commitments to meet, the

BID can petition the City to get the funds for monies owed on behalf of the Toy District for services rendered.

Doizaki motioned to approve the 2009 budget, and H. Klein seconded. The Board unanimously approved.

VI. NEW BUSINESS- None

VII. ADJOURNMENT- The meeting of the Board was adjourned at 9:40am.